

*City of Carlsbad Parks & Recreation*

# TRAIL VOLUNTEER *Handbook*



# *Table of Contents*

Introduction .....	3
Trails Volunteer Program Overview .....	4
Adopt-A-Trail Program .....	4
Safety .....	5
Administrative Duties/ Paperwork .....	7
Volunteer Policies and Procedures .....	8
Volunteers Task and Duty Descriptions .....	9
Volunteer Standards and Ethics .....	11
Citywide Trails Program Responsibilities .....	13

## ***Attachments:***

- A Citywide Trails Volunteer Flow/Organization Chart
- B Trails Volunteer Organization Chart
- C Trails Inspection Form
- D Report of Injury Form
- E Supervisor's Investigation Report
- F Trail Use Regulations
- G Trails Safety Guidelines
- H Tools and Materials Request Form

# *Introduction*

Thank you for becoming a  
City of Carlsbad Trail Volunteer!

*Your help is an integral part of maintaining  
our prestigious trail system.*

The City of Carlsbad Trails Program is focused on preserving, maintaining, protecting, developing and operating trails in Carlsbad in perpetuity for public use. The trail system supports the leisure and recreational needs of residents, makes the outdoor environment. Available for both enjoyment and education, and preserves our open spaces in accordance with the City of Carlsbad General Plan. Your voluntary contribution helps us maintain the program and is an invaluable asset to the community.

Volunteers can be motivated to gain experience, provide community service, learn about the environment, or simply to contribute and have fun. Whatever your motivation, all our citizens benefit from your time and effort.

To be successful, every member of a group or organization must be aware of and understand the basic policies and regulations that guide the group. This handbook provides important information on your safety and the safety of the public, administrative responsibilities, limitations on task you can perform, volunteer standards and ethics, and the city's responsibilities to you as a volunteer. Also included as attachments are copies of the forms that you may need to complete periodically – trail inspection form, report of injury form, etc.

We encourage you to familiarize yourself with all the information in this booklet: It will help to ensure our mutual success in attaining our goal of preservation of our beautiful trail system.

## *Trails Volunteer Program Overview*

Volunteers fill many different positions throughout the city, and this volunteer group assists the Parks & Recreation Maintenance Department with Carlsbad's trails. Trails volunteers perform trails maintenance and assist with trails improvements such as installation of directional and interpretive signage, kiosks and other trails amenities. Volunteers play a vital role in the construction of new trails throughout the city, but volunteer orientation is required before a volunteer can participate in any trails work. At present the City of Carlsbad has over 65 miles of existing, multi-use, recreational trails. Volunteers help to keep them free of weeds and trash, and in good condition. Volunteers are asked to provide their own gloves, boots (or sturdy work shoes) and safety gear as designated for the work tasks, but the city does have some tools and equipment available for check-out. For some volunteer tasks, gloves and trash bags will be provided by the city for clean-up efforts along our trails, and to replace dog waste bags where dog waste dispensers are provided on trails.

## *Adopt-A-Trail Program*

The City of Carlsbad Adopt-A-Trail Program is an extension of the Citywide Trails Volunteer Program and includes sponsorship and/or donation opportunities. Community service groups and organizations, or businesses that desire to provide volunteer service in lieu of monetary contributions, are required to attend the same volunteer orientation and trails Safety training required of citywide trails volunteers. A greater commitment is expected for Adopt-A-Trail participant groups because they are required to enter into a contract with the Parks & Recreation Department to perform monthly volunteer service for a minimum of one year on one of the city's trails available for adoption. For more information about the Adopt-A-Trail Program, contact the Parks & Recreation Department at 760-434-2826.

# Safety

## Volunteer Performance

Volunteers have the same responsibility for safety as paid staff. Some tasks may be potentially hazardous and may expose you to risks such as poison oak, cuts, insect or snake bite, arm, leg or back injuries or falls. It is your responsibility to know your own limitations. For example, if you have a known allergy to poison oak, it is important to take extra precautions while working near it, or refrain from any task that brings you in contact with it. Old injuries, such as those to your back and knees, may also be aggravated by some tasks that trails volunteers perform. You must not do a job if you feel that it will irritate a pre-existing condition. Proper clothing should be worn at all times. Long pants, closed-toe shoes and gloves are required while performing trails duties. Common sense goes a long way to prevent unnecessary problems.

Always follow the safety instructions provided by your site supervisor. They may include maintaining a safe work distance while using tools, proper use of tools and required safety equipment, proper lifting techniques, and taking breaks and rehydrating with water as needed. You need to provide your own boots or sturdy shoes. For further explanation or volunteer tasks and descriptions, refer to the Trails Volunteer Task and Duty Descriptions section of this handbook beginning on page 8. Trails Use Regulations are included as Exhibit E in the attachment section.





## Injury to the Public

You may witness an injury to another volunteer or a member of the public. Call 911 for assistance. If you sustain an injury and require medical attention, notify your site supervisor immediately. If you are trained in first aid, you may help the victim to the extent of your training and no more. If you are not currently certified, assist by assuring the victim that help is on the way and wait with them. With the aid of a supervisor, (city employee) you must complete a Report of Injury form (see Attachments C and D).

The city's policy - is to cover volunteers under the city's workers' compensation benefits in the event of an injury incurred while performing volunteer activities and services. Forms and procedures for filing a claim will be covered as part of the volunteer training program. We encourage all volunteers to receive training in CPR and first aid from the Red Cross or Heart Association. If you are interested in this training, contact the North County American Red Cross, 1906 Oceanside Blvd., Oceanside, CA 92054 or call 760-757-5403.

## Reporting Emergencies

In addition to accidents and injuries, other emergencies can occur on a trail, e.g., fire and crime. Emergencies must be reported to City of Carlsbad Police by dialing 911, or for non - emergency situations call dispatch at 760-931-2197. Once you have made contact with dispatch, remain on the telephone if requested.



# *Administrative Duties / Paperwork*

## Citywide Volunteer Application

To be a city trails volunteer, you must submit an application with the Community Volunteer Coordinator and attend a mandatory volunteer orientation. Applications can be filled out prior to or during the orientation. Call the Community Volunteer Coordinator at 760-434-2929 to schedule orientation. After completion of the orientation; you will be contacted by the Trails Manager and receive a trail-specific information packet.

## Logging Your Time

You are responsible to log volunteer hours through MyVolunteer page, an internet volunteer tracking program. During your volunteer orientation you will learn how to access and use this program to log your time. For any additional assistance after the training, please call 760-434-2929.

## Trail Inspection Form - (Attachment C)

The Trail Inspection Form is used to identify specific maintenance items that a Trail Captain has addressed with inspection or completion of a maintenance item. It is also used to help identify whether an additional Trails Service Work Request (see below) is necessary to complete needed maintenance work. If the request is of an emergency nature affecting health and/or safety, volunteers should contact the city immediately by calling Parks Maintenance at 760-434-2824. Additional inspection forms will be available once you begin volunteer work, and they are also available in an electronic format by calling the Parks & Recreation Trails Volunteers Coordinator at 760-602-2400 x5041.

## Report of Injury Form - (Attachment D)

This form is used when an injury has occurred during the performance of trails volunteer work to record pertinent information related to the person(s) involved at the time of the incident, and for use in any necessary follow-up action.

## Supervisor's Investigation Report - (Attachment E)

To be used in the event of an injury or accident on the trails.

## Trails Use Regulations - (Attachment F)

The regulations outline rules pertaining to trail uses and for trail users' conduct. Volunteers should be familiar with the regulations to help promote and encourage a safe and enjoyable experience for all. If approached by a member of the public, you will be able to directly answer questions related to the proper use of the trails system.

# *Volunteer Policies and Procedures*

## Citywide Trails Volunteer Process and Organization Chart (Attachment A and B)

This chart indicates the established chain of command to assist both trails volunteers and city staff in the correct sequence to carry out volunteer duties on the city's trails.

### Scheduling

Volunteers may work independently and create their own schedules, or have set schedules, to make programming and planning run smoothly for other volunteers and staff. Do not commit to a schedule which you cannot keep. If you commit to a scheduled activity and cannot attend or you will be late, call to inform your volunteer coordinator.

### Opportunities

- The volunteer program provides opportunities for volunteers to positively contribute to the community.
- Where possible, projects may be chosen that have environmental and public aspects included, such as open space and trails maintenance, hazard removal, education, land stewardship work, or renovation of native habitat or other trails amenities such as kiosks, fencing or signage.
- Volunteer assignments are determined by the city based on the availability of volunteer opportunities and the availability of volunteers with the requisite skills, abilities and interest. Consequently, the city may not be able to provide volunteer opportunities to everyone who wishes to volunteer. The city also cannot assure that once a volunteer has begun a particular task, the volunteer will be able to continue performing that task.



# *Trails Volunteer Task and Duty Descriptions*

## Trail Captains

Each trail segment has a designated Trail Captain as the lead volunteer to oversee trail maintenance. Duties include a monthly trail inspection of an assigned trail and completion of a trail inspection report for the Parks & Recreation Department, due the fifth day of each month. Trail Captains are expected to attend quarterly trails meetings and report on their assigned trail.

A Trail Captain may coordinate and oversee a trails work event in addition to a scheduled Saturday work event and are required to utilize the Materials Request Form so that tools and other materials can be provided. Trail Captains assist on special projects and share their knowledge and experience gained through special training or prior trails work with new volunteer recruits. Their leadership skills and experience are called upon to assist the Parks & Recreation Department on special trails projects and trails events.

Trail Captains can organize clean-up or trail repair event. Contact the Parks Maintenance Dept. for any necessary tools and for any supervision needed. Duties may include telephone calls, fliers, email blast, or a call for volunteers

## Trail Volunteers

Volunteers attend at least 3 Saturday trail events a year and support city staff in trail repairs, installation of amenities such as fencing, signage, kiosks; trimming of vegetation or planting. Volunteers walk the trails to pick up trash and dog waste along trails. The city provides the garbage bags, trails maps and the location of trash receptacles for disposal and later pickup by the city.

## Native Habitat Restoration

Volunteers who would like to help plant, water and establish native plants are needed in areas adjacent to native open-space areas. Commonly-performed tasks related to native habitat restoration include using shovels and rakes, digging and hauling soil amendments and plant materials, and watering for plant establishment. All trails volunteers are required to keep track of their volunteer service and enter their hours on, the MyVolunteer database each month. Hours are due for the previous month's volunteer service by the 5th of the new month.

## Trail Construction

Clearing, grading and construction of trails is another positive contribution by trails volunteers to the development of city trails. Duties can involve the removal and hauling away of

vegetation (if needed) and is done with a tractor and blade as well as some hand digging to remove stumps, rocks and other debris. The end result provides an acceptable walking, hiking and biking trail surface. Work may also include placement of surface materials such as decomposed granite, gravel or soil by wheelbarrow.

**NOTE:** *The use of some types of equipment may require OSHA" certification and/or training (tractor operation and other power tools and equipment) in order for volunteers to use the equipment in the performance of trail construction duties. Permission for volunteers to use such tools and equipment must be cleared with city staff before proceeding city trails work.*

### Citywide Trails Newsletter and /or Web Pages

Volunteers can assist with Happy Trail, a quarterly newsletter for the public about Volunteer opportunities and ongoing trail events. Parks & Recreation staff must review newsletter content with the volunteers before final printing. Please contact Trail Volunteer Coordinator at 760-434-2838 if this volunteer assignment is of interest, or if you would like to contribute an article for the newsletter.



## *Volunteer Standards and Ethics*

As a volunteer, there are expectations about your behavior “on” as well as “off” the job. Below are some of the rules and policies to which we must all adhere:

- Be neat and presentable.
- Maintain a professional and courteous attitude toward the public at all times. If a situation develops which you are unable to handle, refer the person to city staff at the Parks & Recreation Department.
- Personal use of city-owned material, equipment or services is not permitted. Volunteers may not use the name of the city to request and receive special discount privileges or special services from city suppliers of material, equipment or services, except as authorized by city policy. Personal use of city telephones must be kept to a minimum and preferably for emergency use only.
- You may not have access to confidential information. This includes all circumstances involving crime scenes, accidents or claims against the city.
- You may not engage or participate in any political activity to promote a particular candidate or one side of an issue while on duty or representing the city as a volunteer.
- You may not be under the influence of controlled substances (unless prescribed by a physician) or consume alcohol while performing your duty for the city. Volunteers should not work while under the influence of any medication which impairs judgment or ability to do the work.





- Treat others with respect and courtesy at all times. If a conflict arises which cannot be resolved, the volunteer should speak to the city staff person coordinating the volunteer work. Volunteers are expected to meet schedules that have been agreed upon and to notify the city staff person coordinating the volunteer work if they are unable to do so. Volunteers also cooperate with city staff and other volunteers.
- Quarterly Trails Volunteer Meetings: Trails volunteers are strongly encouraged to attend quarterly trails volunteer meetings. This is the best opportunity to share and gain experience, share work plans, and discuss related topics in an effort to connect, promote and enhance the trails volunteer experience. A yearly calendar of volunteer opportunities is available on the city's website.

Go to [www.carlsbadca.gov/parksandrec](http://www.carlsbadca.gov/parksandrec) and click on "Trails" to find information on the volunteer program, other trail-related information, maps, Saturday trails work events, and other special trails and open space related volunteer opportunities.



# *Citywide Trails Program Responsibilities*

## **Parks & Recreation Maintenance Department**

- Provides trail volunteer orientation and training in partnership with the Community Volunteer Coordinator
- Coordinates and provides materials, tools and equipment for routine trails maintenance, and for Saturday trail volunteer work.
- Monitors trails conditions from inspection reports provided by trails volunteers
- Assists in providing materials, tools & work plans, and coordination of volunteers for identified projects
- Provides trails repairs or maintenance beyond the ability of volunteers

## **Citywide Trails Volunteer Coordinator**

- Assists city Parks Maintenance staff with trails volunteer training workshops and Saturday trail work events
- Coordinates with city staff on Citywide
- Trails Program activities
- Coordinates with volunteer Trail Captains regarding trail construction/maintenance
- Assists with Eagle Scout and other community service group projects as needed

## **Trail Captain**

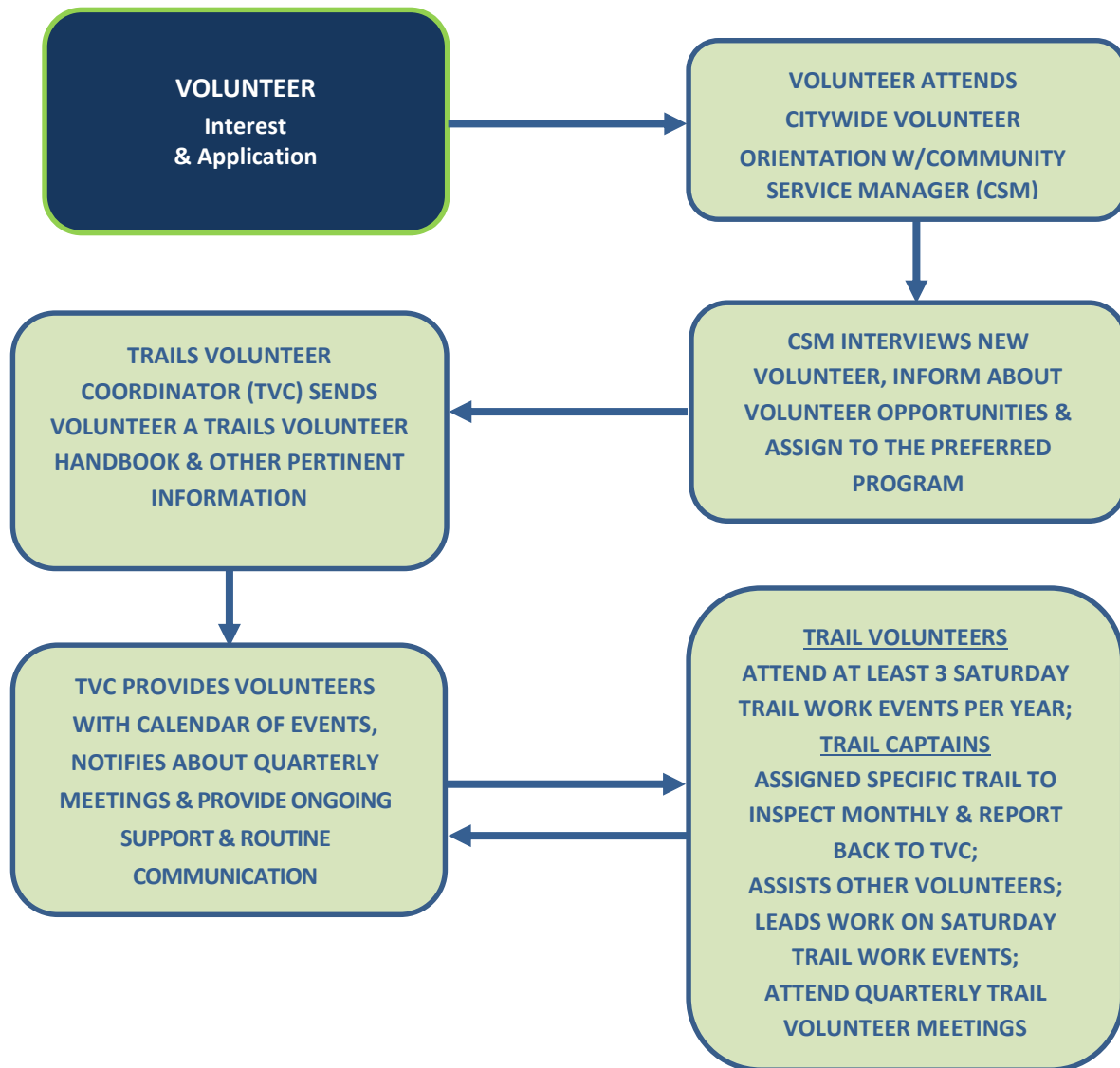
- Provides a quarterly inspection form to the citywide trails Community Volunteer Leader which is passed on to Parks Maintenance staff (can be done via e-mail)
- Reports any major maintenance or safety issues on the trails to city Parks Maintenance staff for more immediate response at 760-434-2985
- Coordinates with Community Volunteer Leader on trails construction projects
- Shares volunteer resources when requested or when possible, and/or notifies trails volunteers of other citywide trail volunteer opportunities.
- Attends volunteer quarterly trails meetings

## **Citywide Trail Volunteers**

- Attend a minimum of 3 Saturday trail events a year
- Perform routine maintenance duties on citywide trails
- Report significant trail problems to a Trail Captain or the Parks Maintenance staff
- Other opportunities as listed in the Citywide Trails Volunteer Booklet

## Attachment A

### CITYWIDE TRAILS VOLUNTEER PROGRAM VOLUNTEER PROCESSING & RESPONSIBILITIES

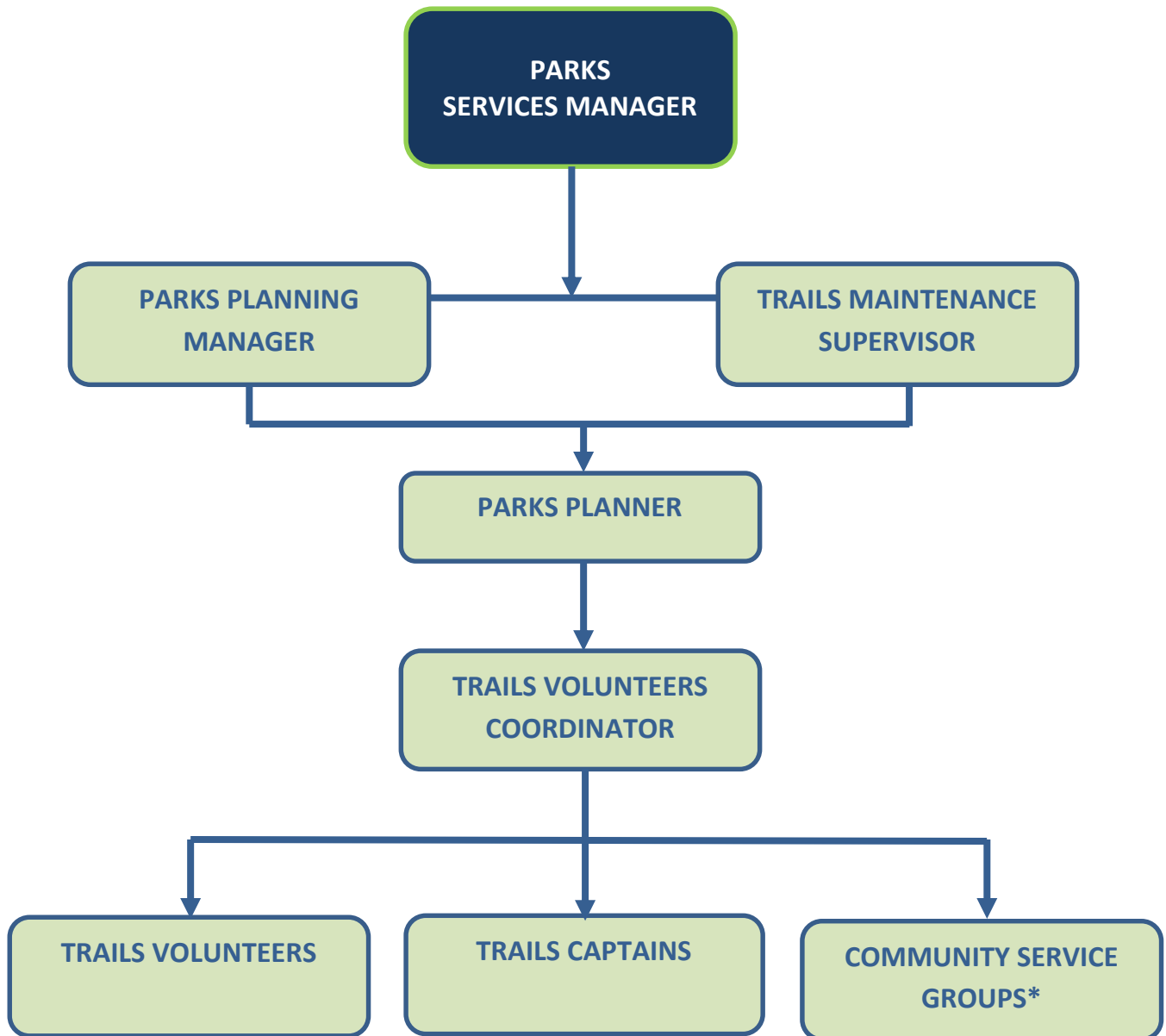


*This organizational chart pertains to ongoing trail volunteers who assist on the trails. In addition, there are numerous one-day volunteer opportunities when a volunteer may help out on a trail clean-up or improvement project and report directly to the Trails Volunteers Coordinator on site for a one-day event.*



## *Attachment B*

### TRAILS VOLUNTEER ORGANIZATION CHART



*Community Service Groups include Rotary, Kiwanis, Scouts, corporations, businesses, churches, school groups, etc., who want to perform trail volunteer service on a certain trail or for a certain trail event clean-up, such as National Trail Day or National Public Lands Day.*

# Attachment C

## TRAILS INSPECTION FORM

### Carlsbad Citywide Trail Inspection Form

DATE: \_\_\_\_\_ Inspected By: \_\_\_\_\_

TRAIL NAME	NEAREST CROSS STREETS	TYPE	COMMENTS
		<input type="checkbox"/> Open Space Trail <input type="checkbox"/> Circulation <input type="checkbox"/> Element Trail	
ITEM	CONDITION	LOCATION	REPAIRS NEEDED
Surface Condition Type _____	<input type="checkbox"/> Good <input type="checkbox"/> Poor		
Erosion	<input type="checkbox"/> Present <input type="checkbox"/> Not Present		
Edging Type _____	<input type="checkbox"/> Good <input type="checkbox"/> Poor		
<input type="checkbox"/> Landscaping <input type="checkbox"/> Pruning <input type="checkbox"/> Planting <input type="checkbox"/> Removals			
Signage	<input type="checkbox"/> Good <input type="checkbox"/> Poor		
Fencing Type	<input type="checkbox"/> Good <input type="checkbox"/> Poor		
Drainage Swales	<input type="checkbox"/> Concrete <input type="checkbox"/> Earth I Stone		
Steps / Stairs / Perons Handrails	<input type="checkbox"/> Good <input type="checkbox"/> Poor		
OTHER: <i>(Mark only if repairs are needed)</i> <input type="checkbox"/> Benches <input type="checkbox"/> Drinking Fountains <input type="checkbox"/> Trash Containers <input type="checkbox"/> Dog Waste Dispenser			

## Attachment D

### CITY OF CARLSBAD REPORT OF INJURY FORM



#### City of Carlsbad Employee's Report of Injury

TO BE FILLED OUT BY THE INJURED EMPLOYEE. PLEASE PRINT CLEARLY	
First Name	Middle Name Last Name
Home Phone Number ( )	Name and Phone Number of Witness ( )
Usual Work Days and Hours	Date of Injury or Illness
Time You Began Work	Time Injury Illness Occurred
Nature of injury or illness <u>and</u> body part affected. (ex., broken right leg, lacerated left hand, etc.)	
Describe location where accident exposure occurred. (ex., address, area of the department, or cross street, etc.)	
On employers premises? <input type="checkbox"/> Y <input type="checkbox"/> N	
Describe what you were doing when the accident/exposure occurred. (Include equipment you may have been using.)	
Describe how the accident exposure occurred (i.e., sequence of events).	
What could have been done differently to prevent the accident exposure? (If nothing, state so.)	
Employee's Signature	Date
Supervisor's Signature	Date
Department Head Signature	Date

FAX completed form to Human Resources @ 602-8554  
Send original to HR via interoffice mail and make copies of form as appropriate for your department

## *Attachment E*

### CITY OF CARLSBAD SUPERVISOR'S INVESTIGATION REPORT

#### City of Carlsbad Supervisor's Investigation Report

<b>Name of Injured Employee</b>	<b>Date of Injury/Body Part Affected</b>
<b>status (check one):</b> <input type="checkbox"/> <b>Fulltime</b> <input type="checkbox"/> <b>Part time</b> <input type="checkbox"/> <b>Volunteer</b>	
<b>Did employee seek medical treatment?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>If yes, name of doctor and/or facility</b>	
<b>Employee's assignment following treatment (check one)</b> <input type="checkbox"/> <b>full duty</b> date returned: _____ <input type="checkbox"/> <b>modified duty</b> date returned: ____ <input type="checkbox"/> <b>off duty</b>	
<b>Check all unsafe conditions that existed:</b> <input type="checkbox"/> <b>None</b> <input type="checkbox"/> <b>Faulty or improperly guarded machinery</b> <input type="checkbox"/> <b>Employee working out of classification</b> <input type="checkbox"/> <b>Ergonomics</b> <input type="checkbox"/> <b>Violation of safety rules</b> <input type="checkbox"/> <b>Weather/climate</b> <input type="checkbox"/> <b>Hand tools</b> <input type="checkbox"/> <b>Horseplay</b> <input type="checkbox"/> <b>Other:</b>	
<b>Describe any unsafe ad. (If none, state so.)</b>	
<b>What could have been done differently to prevent the accident exposure? (If nothing, state so.)</b>	
<b>Describe corrective actions taken. (If none, state so.)</b>	
<b>Is the employee's account of the injury/exposure consistent with his/ her job duties?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If no, explain.</b>	
<b>Are you aware of the employee having any outside employment or hobbies that may have contributed to the effects of the injury/exposure?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If yes, please elaborate.</b>	
<b>Prior to the employee's injury/exposure, did he/she e\w mention any pain or treatment to the affected body part?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If yes, please explain.</b>	
<b>Does this claim require further follow up by Human Resources/ TRISTAR?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Supervisor's Signature</b>	<b>Date</b>
<b>Department Head Signature</b>	<b>Date</b>

FAX completed form to Human Resources @ 601-8554  
 Send original to HR via interoffice mail and make copies of form as appropriate for your department

## *Attachment F*

### TRAIL REGULATIONS

# Regulations for Trail Use

1. Stay on the designated trail
2. Put litter in containers provided;  
Do not leave or deposit any litter (CMC 11.32.030[1])
3. Pick up after your pet (CMC 7.08.010, SDCC 62.670)
4. All pets must be on a hand-held leash under 6' long  
(CMC Sec. 7.08.010, SDCC Sec. 62.669)
5. Bicycle riders 17 years and younger must wear a helmet (V.C.21212)
6. Bicycles should be driven at safe speeds considering  
all other trail users
7. Ride or walk on right side when traffic is coming from  
the opposite direction or when someone signals they  
would like to pass
8. Motorized vehicles and horses are not allowed on this trail  
(CMC Secs. 11.32.030[11], 11.32.030[22])
9. No smoking, fires or firearms (CMC Secs. 11.32.110, 11.32.030[2], 11.32.030[4])

Emergencies	<b>9-1-1</b>
Police Non-Emergency	<b>760-931-2197</b>
Trail Maintenance	<b>760-434-2824</b>



## *Attachment G*

### TRAIL WORK SAFETY GUIDELINES

#### **Trail Safety Guidelines**

1. Dress for the Trail- Long pants and long sleeve shirts are recommended along with sturdy shoes or hi king boots, work gloves, sunscreen and plenty of water.
2. Information on the emergency contact should be provided to crew leader.
3. The crew leader shall inform the volunteers of the contact person for minor first aid needs and where the first aid station will be located.
4. Carry tools at the side, not on a shoulder.
5. Carry tools with the sharpest side facing down.
6. Carry only one tool in each hand.
7. When carrying just one tool, hold it in the downhill hand.
8. While working, maintain at least a tool-length distance to the next person, or if not sure follow the "Ten Foot" Rule.
9. "Ten Foot Rule"- Keep a minimum distance of 10' between you and the next trail worker.
10. Before walking past others using tools, announce yourself and make eye contact before passing.
11. Lay tools down on the uphill side of the trail with handles pointing towards the trail. Make sure rakes are positioned with sharp tines downward in to the soil and not pointing upwards.
12. Stay alert to environmental hazards such as poison ivy, stinging insects, poisonous creatures, sunstroke and dehydration. Drink, eat and rest adequately to avoid fatigue.



*Attachment H*  
**TOOLS AND MATERIALS REQUEST FORM**

**City of Carlsbad Trail Volunteer Program  
Trail Materials & Supplies Request Form**

Project Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Trail Name/Work location: \_\_\_\_\_  
\*Work Date: \_\_\_\_\_

**\*Please return form 2 weeks prior to work date to the Parks and Recreation Maintenance Division, to ensure availability of materials and supplies for work date. Contact Trail Maintenance Supervisor at 760-434-2985 for coordination on order, pickup and delivery of trail work items.** Some items may require a longer lead time to order, therefore it is recommended that prior to scheduling a work date volunteers coordinate with City staff.

**TOOLS:**

- |                                                 |                                              |
|-------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Rakes- Heavy Duty Leaf | <input type="checkbox"/> Water Hose: qty.    |
| <input type="checkbox"/> Digging Bar            | <input type="checkbox"/> Wheel Barrows: qty. |
| <input type="checkbox"/> Post Hole Digger       | <input type="checkbox"/> Trash Sticks: qty   |
| <input type="checkbox"/> Shovels: type/qty.     | <input type="checkbox"/> Tamp                |
| <input type="checkbox"/> McClouds: qty.         | <input type="checkbox"/> Pulaskis: qty       |

**MATERIAL SUPPLIES:**

- |                                                                                           |                                        |
|-------------------------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Landscape Timbers: Size                                          | <input type="checkbox"/> Boulders: qty |
| <input type="checkbox"/> Post 'n Rail Fence: No. of line posts                            | <input type="checkbox"/> Gravel: Qty.  |
| <input type="checkbox"/> Decomposed Granite: qty                                          | <input type="checkbox"/> Concrete: Qty |
| <input type="checkbox"/> No. of end posts                                                 | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Gloves: qty                                                      |                                        |
| <input type="checkbox"/> Signage: See below                                               |                                        |
| <input type="checkbox"/> Dog-Waste Bags: Qty. <input type="checkbox"/> Fuel (for tractor) |                                        |
| <input type="checkbox"/> Water (for trail construction)                                   |                                        |
| <input type="checkbox"/> Trash Bags                                                       |                                        |

**POWER EQUIPMENT:**

- |                                                                 |                                                            |
|-----------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Tractor be operated by City staff only | <input type="checkbox"/> Chainsaw                          |
| <input type="checkbox"/> Chipper (for trees)                    | <input type="checkbox"/> Posthole auger                    |
| <input type="checkbox"/> Roller or Plate Compactor (circle one) | <input type="checkbox"/> Belly-Dump for decomposed granite |

Other: \_\_\_\_\_

**SIGNAGE I DOG WASTE STATIONS ETC.:**

- ☐ Entrance /Trail Head Post Markers: Qty. \_\_\_\_\_ (Please include standard Trail Use placards to be attached)
- ☐ Mile Marker Posts: Qty. \_\_\_\_\_ ☐ Trail head Identification Signs: Qty.
- ☐ Trail Use Regulation Signs & Posts: Qty. \_\_\_\_\_
- ☐ Dog-Waste Stations: Qty. \_\_\_\_\_

